



PART-TIME RECEPTIONIST

STRIVE Fitness and Therapy is looking to hire 2 physiotherapy students to share a part-time receptionist role!

Schedule

Monday – Thursday: ~ 4:30 PM – 7:30 PM

Saturdays: 8:30 AM – 1:00 PM

***The two students will split these hours between them, so shifts can be arranged around class schedules, student placements, and exam prep.*

Why This Is a Great Opportunity

- Get an inside look at how a private clinic runs day to day — scheduling, patient flow, billing basics, and front-desk operations.
- Work directly alongside clinicians and administrative staff in a multidisciplinary private-practice environment.
- Build transferable skills in patient communication, confidentiality practices, and clinic software that are valuable for your future career.
- Evening and Saturday hours are designed to work around a typical student class schedule.

What You'll Do

- Greet patients and check them in for appointments
- Answer phones and manage appointment scheduling
- Handle basic administrative tasks and light filing
- Maintain a clean, welcoming front-desk and clinic area

About Us

- STRIVE is a progressive clinic that integrates physiotherapy, chiropractic, massage therapy, athletic therapy, sport psychology, and performance training under one roof.
- Check out our website at www.strivetraining.ca and our social media channels to find out more about who we are!

How to Apply

Please send your resume and availability to ryan@strivetraining.ca. We'd love to hear from you!